

3/28/2003
11:52 AM

CFS MONTH-END CLOSING SCHEDULE

AUGUST 2003 – Revised 3/28/03

For the following modules:

BE – Budget Execution
PR – Purchase Requisitions (Commitments)
PO – Purchase Orders (Obligations)
AP – Accounts Payable

The **August 2003 General Ledger** will **CLOSE FRIDAY, August 29, 2003, at 4:00 pm EST.**

After 4:00 pm EST, the modules mentioned above may begin working on September 2003 transactions; GL End Date '31-AUG-2003' will no longer be available for input, so please enter August data prior to 4:00 pm EST on August 29, 2003.

For the following modules:

ALLOC – Cost Accumulation/Allocation

July's Cost Accumulation Over/Under process will be kicked off @ 4:05 pm EST on Thursday, July 31st & currently takes from 23-26 hours to complete.

AR – Accounts Receivable
GJ – General Journal
GL – General Ledger

The **August 2003 General Ledger** will **CLOSE** on **TUESDAY, September 2, 2003, at 3:00 pm EST.**

After 3:00 pm EST, the modules mentioned may begin working on September 2003 transactions; GL End Date '31-AUG-2003' will no longer be available for input, so please enter August data prior to 3:00 pm EST on September 2, 2003.

NOTE: On Friday, August 29th thru Tuesday, September 2nd, please do **NOT** enter **September transactions while August is still open.**

SPECIAL INSTRUCTIONS for **Summary Level Transfer (SLT) & Labor Processing (GJs), including Labor Cost Adjustments (GJs)**, transaction entry:

Please do **NOT** enter **ANY** Labor GJ transactions **after 4:00 pm EST, Friday, August 29th or at ANY TIME on Tuesday, September 2nd.**

These transactions may affect the Cost Accumulation Over/Under process running at 4:05 pm EST on Friday, August 29th.

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.**

NOTE #2: **DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.**

Please pass this information along to end users in your area or any others you think may be interested.